

Personnel Procedures

ASSIGNMENT AND DUTY STATUS

CAPR 35-1, 1 December 1994, is supplemented as follows:

1e. Added. The following process is established to assist the Region Commander in the selection and appointment of the best-qualified applicants for new Wing Commanders.

a. Duty Requirements:

(a) The Wing Commander is the only person authorized to carry out the business of the Corporation within the State and the duties are outlined in CAPM 20-1, Part III.

(b) Time availability is an important consideration in the selection criteria. Time requirements approach that of a full-time job when attendance at state and local meetings, missions, administrative time, travel, and telephone calls are considered. The position requires the incumbent to travel out of state two or more times per year for up to one week in duration. Out-of-state weekend travel (three or four days) will also be required three or more times per year, plus numerous in-state weekend activities.

(c) The position is a three-year assignment after a one-year probation period. See CAP Constitution. For stability within the Wing, it is important to be able to fulfill a full term.

b. Qualification Requirements. The following qualifications reflect the minimum requirements that an applicant should possess.

(a) Relevant experience in leadership positions within Civil Air Patrol. Individuals with prior experience in unit command positions will receive additional consideration.

(b) A minimum of five years experience as an active member in Civil Air Patrol.

(c) Applicant should have completed Level 4 of the Senior Training Program and hold the grade of Lieutenant Colonel or higher in the Civil Air Patrol.

(d) If applicant has not attended the Civil Air Patrol Commanders Course, attendance will be required within one year of being selected.

(e) An applicant who has completed National Staff College or has experience in management positions in comparable corporations will receive additional consideration in the review process.

(f) The position is open to any CAP senior member in the MER with the above qualifications and should be a current or former member of the wing.

c. Selection Process.

(a) The selection process will commence at least six months prior to the end of a Wing Commander's term of office. The Region commander will announce the vacancy Region-wide along with the application procedures and suspense dates.

(b) Qualified individuals should self-nominate for appointment as Wing Commander by means of a letter of intent and resume' outlining the applicant's qualifications, experience and vision for the wing. Applications will be forwarded directly to the Region Commander (or other officer designated by the Region Commander) within the announced suspense date (normally 30 days after the announcement of a vacancy).

(c) The Region Commander will forward all applications to the incumbent Wing Commanders within the Middle East Region. Each Wing commander will review the applications and return a list of candidates in priority sequence with appropriate comments to the Region Commander within 60 days of vacancy announcement.

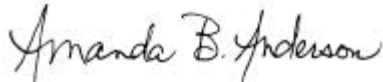
(d) The Region Commander will also forward the applicant packages to the National Commander and the USAF-CAP Middle East Region Commander (MELR/CC) for review and comment if these individuals so desire. Comments by the National Commander and MELR/CC will be requested to be returned by a specific date (approximately 30 days).

(e) The Region Commander will convene a Review Board consisting of the retiring Wing Commander, Region Vice Commander, Region Chief of

Staff, and one to three former Wing Commanders. The Review Board will interview, as a minimum, the top five candidates on the priority listing developed from paragraph c above. They may also interview, in person or by telephone, wing staff members from the subject wing or other individuals who are familiar with the candidates. The Review Board will report its deliberations and recommendations to the Region Commander.

(f) The Region commander will announce the name of the successful candidate six weeks prior to the change-of-command date.

(g) If a vacancy occurs with less than six months notice, an interim commander will be selected by the Region commander to allow the full process to be completed. The interim commander may self nominate for appointment a Wing commander but will not participate in the selection process above and will not be promoted to the temporary grade of Colonel.



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